

# Council Handbook Updates May 2024

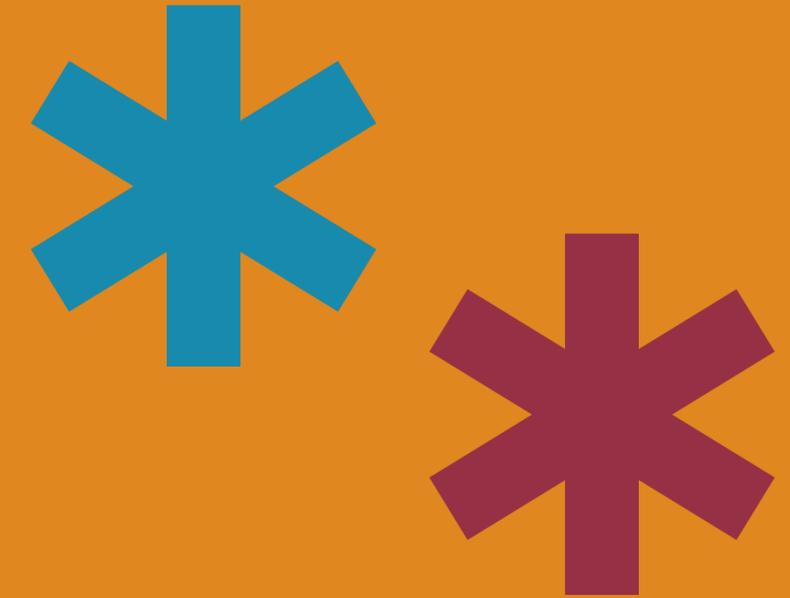
Presented By:  
Kelly B. Clancy

Presented To:  
City Council

City of  
**San Leandro**

---

# Overview



## *Direction from Council*

- Vice Mayor
- Tech/Travel Allowance
- Council Adherence to Handbook

## *Administrative Cleanup*

- Council Compensation
- Legislative Break-August Recess
- Future Agenda Referral
- Agenda Order Update

# SELECTION AND ROLE OF THE VICE MAYOR

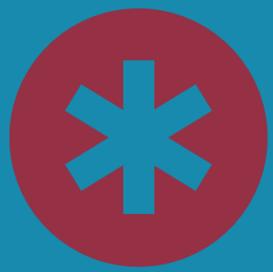


## PAGE 9 COUNCIL HANDBOOK

At its first regular meeting in January of each year, the Council must designate one of its members as Vice Mayor to serve for one year and until a successor is elected and qualified. In the absence of the Mayor, the Vice Mayor shall possess and perform the powers and duties of the Mayor. (Sec. 310, City Charter)

During an election year an incumbent running for San Leandro City Council office shall not be appointed Vice Mayor. If a Councilmember is running for re-election while serving as Vice Mayor, they are subject to automatic immediate resignation from the position. No Councilmember may announce they are running or pull nomination papers while they serve as Vice Mayor.

If a Council Member is running for San Leandro City Council office, the ballot designation shall not include the words Vice Mayor.



## Councilmember Comments and Recommendations

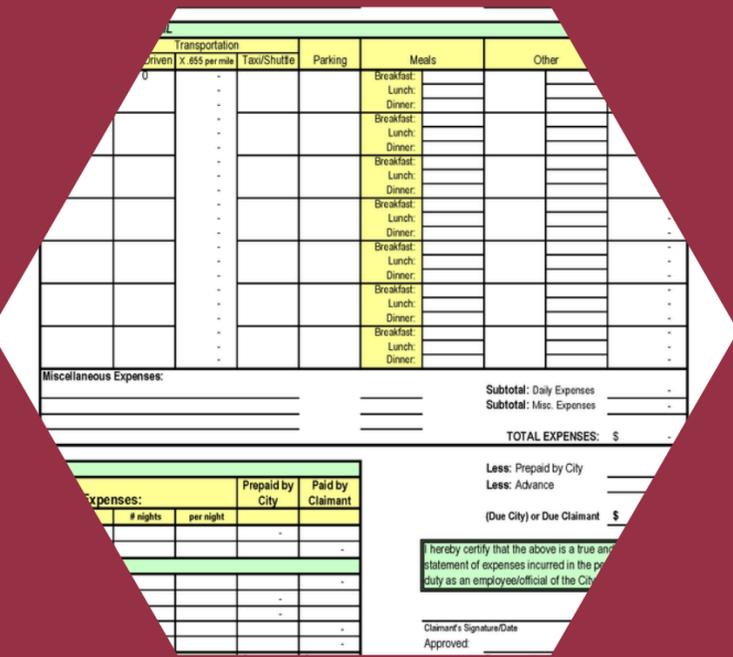
- Vice-Mayor Rotation based on seniority
  - Seniority is defined as the date sworn into office
  - If two Councilmembers have equal seniority, option to defer nomination. If more than one member remains, random name draw to establish seniority that year.
- VM title only used while conducting official business
- Shall not be used use on ballot or election materials
- Should this policy be violated then council shall consider removal of the vice mayor
- Council to discuss what happens when the rule is violated

# Reimbursements for expenses

## B. Travel/Training (Page 15 Council Handbook)

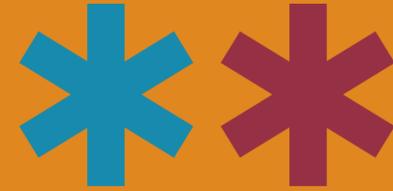
g) Councilmembers may be reimbursed for actual and necessary automobile expenses incurred in the performance of official duties within the San Francisco Bay Area. The reimbursable amount will be based on the actual mileage traveled for the purposes of the Councilmember's official duties. In no case shall the amount of reimbursement exceed \$125 per month. Mileage reimbursement rates will be the annually posted IRS mileage rate, which the Finance Department will maintain. A travel expense form must be completed for reimbursement of mileage and travel related expenses, and must include documentation for payment including receipts, invoices, canceled checks or credit card receipts.

h) The Mayor receives a car allowance of a flat \$375 per month, which shall be in lieu of the \$125 automobile expense reimbursement afforded other Councilmembers.



# Staff Suggestions

## B. Travel/Training (Page 15 Council Handbook)



- If an Councilmember elects to travel by personal vehicle and airfare would be less expensive, the lower cost shall be used for reimbursement purposes.
- To determine the reimbursement cost, staff will use the price of an economy plane ticket booked 60 days in advance.
- At no time shall the expenses exceed the approved budget for Travel.

# Council Adherence to Handbook

New Section Added to p 12:

## ADHERENCE TO COUNCIL HANDBOOK

Any of the rules herein may be waived by a super majority 2/3 vote, which is 5 Councilmembers when it is deemed that there is good cause to do so based upon the particular facts and circumstances. Portions of this handbook may not be waived or superseded by a vote of the Council as they are pulled from the City Charter or otherwise legally binding that require a specific process for amendment.

The rules shall be amended by a majority vote of the City Council and may be amended administratively by the City Clerk's Office in instances where the council has already taken action, in order to remain current with federal, state, and local law.

### Council Recommendations

- Emphasis on the word Rules
- Agreement on 5/7 vote

# City Council Handbook Enforceability

When the policy restates existing Federal or State Laws, City Charter, Municipal Code or Administrative Code, then enforcement is provided by existing law (fines, report to the Fair Political Practices Commission, District Attorney or grand jury, misdemeanor charge).

When a written Handbook policy memorializes a Council or City custom, practice, norm, or best practice, the Council must develop and pass its own consequences when there are violations. Such consequences may range from written admonishment or reprimand from the Mayor or the City Council, to new or additional training requirements for a Councilmember, to City Council censure of the Councilmember.

## **P 14 - REQUESTS FOR FUTURE AGENDA ITEMS AND URGENT REFERRALS**

All requests made shall be submitted to the City Manager and City Clerk in writing and in-advance of the City Council meeting, to ensure the correct language for the permanent record.

## **P 16 - REIMBURSEMENT FOR EXPENSES**

a) Councilmembers and the Mayor will receive a \$100 per diem and \$50 per one-half day is hereby fixed and determined as reasonable expenses to be allowed each member of the City Council when traveling on official duty for all out-of-pocket expenses other than transportation and hotel expenses. Admin Code 1.3.110

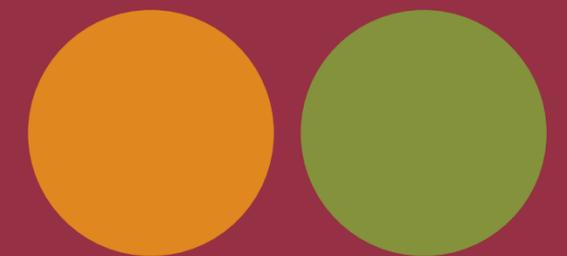
## **P 19 - LEGISLATIVE BREAK**

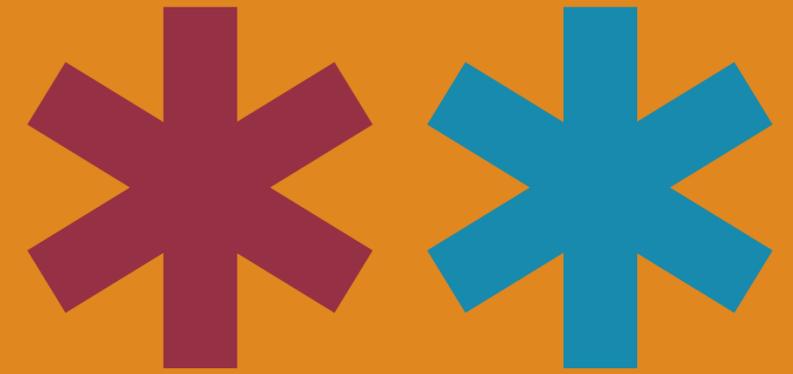
**The City Council shall observe an annual recess during the month of August. The duration of the recess shall encompass the entire month unless otherwise determined by a majority vote of the City Council. The August recess shall be applicable to all City Council, Boards and Commissions meetings.**

**During the August recess, regular City Council meetings shall be suspended. Special meetings may be called if urgent matters arise that require immediate attention. The decision to convene a special meeting during the August recess shall be made by a majority of Council Members.**

# Council Agenda

1. CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL
2. ANNOUNCEMENTS
3. REPORT ON CLOSED SESSION ACTIONS TAKEN (if applicable)
4. RECOGNITIONS
5. CONSENT CALENDAR
6. CITY MANAGER AND CITY ATTORNEY REPORTS
7. PUBLIC COMMENTS
8. PUBLIC HEARINGS
9. PRESENTATIONS
10. ACTION ITEMS
11. COUNCIL REQUESTS FOR FUTURE REFERRALS
12. CITY COUNCIL REPORTS, CALENDAR AND ANNOUNCEMENTS
13. ADJOURN





# Thank You

